



# Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton, NH 03229-2627 - (603) 746-3170 – [www.hopkinton-nh.gov](http://www.hopkinton-nh.gov)

**SELECT BOARD  
PUBLIC MEETING MINUTES  
Hopkinton Town Hall – 330 Main Street  
Monday, August 26, 2024  
Approved**

## **I. CALL TO ORDER:**

Chair Dunlap called this Public Meeting of the Select Board to order at 5:31 p.m. on Monday, August 26, 2024, and introduced the members of the Board.

### **Select Board**

**Members Present:** Sabrina Dunlap; Ken Traum; Thomas Lipoma; Jeff Donohoe; and Steven Whitley

**Staff Present:** Neal Cass, Town Administrator; Anna Wells, Economic Development Director; and Cara Johnson, Administrative/Assessing Assistant

**Public Participants:** Byron Carr; Michelle Cedillo; Ian Hart, Chair of the Economic Development Committee; Rick MacMillan; and Laura Morgan

Before proceeding, Chair Dunlap and Mr. Traum shared some memories and kind words about Sue Strickford and Tom Johnson, who both worked with and served the Town, in many capacities, for many years, and who both passed away recently.

## **II. POINTS OF PRIDE:**

Mr. Cass noted:

- Thanks to Finance Director Kelly Henley, Recreation Director Paula Simpkins, and the Human Service Advisory Committee for all their work in covering for the Human Services Department in the absence of a Human Services Coordinator.
- With the Hopkinton Fair this week, this will be an especially busy time for the Police and Fire Department personnel.
- Adam Pearson of the Highway Department fabricated a rolling fence that goes around the metal pile at the Transfer Station. This fence not only complies with the NH Department of Labor requirements, but impressed the Department of Labor personnel.

Mr. Traum noted:

- Thanks to Brian Cressy and his crew for their work in clearing vegetation from the gazebo area in Riverway Park.
- Thanks to Community Power Committee Chair Mark Zankel and Mr. Cass for their work with the successful and well-attended presentation by the Community Power Committee/Community Power Coalition of New Hampshire.

**III. ADMINISTRATIVE:**

A. The Board reviewed documents for signature, and approved (5-0) the Consent Agenda of August 26, 2024, taking the following action on a motion made by Mr. Traum and seconded by Mr. Whitley:

<b>TOWN OF HOPKINTON - SELECT BOARD</b>			
<b>CONSENT AGENDA</b>			
<b>AUGUST 26, 2024</b>			
<b>ITEM</b>	<b>DATE</b>	<b>ACTION</b>	<b>COMMENT</b>
<b>AP MANIFEST</b>			
AP MANIFEST DATED 8/26/2024	8/26/2024	APPROVE	\$165,815.66
<b>PREVIOUSLY APPROVED - NO ACTION NEEDED</b>			
AP MANIFEST DATED 8/19/2024			\$55,750.64
AP MANIFEST DATED 8/12/2024			\$2,522,936.48
EMPLOYEE PAYROLL DATED 8/12/2024			\$104,436.40
DIRECT DEPOSIT: \$100,172.57			
PAYROLL CHECKS: \$4,263.83			
AP MANIFEST DATED 8/5/2024			\$173,213.06
AP MANIFEST DATED 7/29/2024			\$152,039.66
EMPLOYEE PAYROLL DATED 7/29/2024			\$113,654.78
DIRECT DEPOSIT: \$107,065.56			
PAYROLL CHECKS: \$6,589.22			
<b>REQUESTS FOR PAYMENT/REIMBURSEMENT</b>			
FROM FOUR EXPENDABLE TRUST FUND ACCTS - EXPENDED JAN - JUN 2024	8/26/2024	APPROVE	\$19,550.79
FROM THIRTEEN CAP RES FUND ACCTS TO GEN OP FUND ACCT - EXPENDED JAN - JUN 2024	8/26/2024	APPROVE	\$689,077.36
FROM HUM SERV DONATION ACCT TO CASS - REIMB FOR BACKPACK GIFT CARD PURCHASE (CHAIR DUNLAP ONLY)	8/26/2024	APPROVE	\$100.00
<b>ABATEMENT REQUEST</b>			
227-039-003 - 453 MAPLE AVE - DISCREPANCY RELATED TO ASSESSMENT OF CURRENT USE PENALTY	8/26/2024	APPROVE	\$16,880.00
<b>ELDERLY EXEMPTION APPLICATION</b>			
101-088-000 - 810 MAIN ST	8/26/2024	APPROVE	\$295,000.00

<b>VETERAN CREDIT APPLICATION</b>			
102-060-000 - 10 CAMP RD	8/26/2024	APPROVE	\$500.00
<b>LAND USE CHANGE TAX</b>			
FORM A-5W - 253-002-006 - SOUTH RD	8/26/2024	APPROVE	\$16,900.00
FORM A-5 - 253-002-006 - SOUTH RD	8/26/2024	APPROVE	
<b>INTENTS TO CUT</b>			
#24-227-05-T - 249-008-000 - 812 BRIAR HILL RD	8/26/2024	APPROVE	
#24-227-06-T - 238-074-000 - 196 SOUTH RD	8/26/2024	APPROVE	
<b>2024 SEWER TAX LEVY WARRANT</b>			
TO TAX COLLECTOR - FOR SEWER TAXES DUE 8/28/2024	8/26/2024	APPROVE	\$87,484.41
<b>RIGHT TO BURY</b>			
#1223 - CONTOOCOOK VILLAGE - F-271-4	8/26/2024	APPROVE	
<b>HOPKINTON-EVERETT LAKE PROJECT AGREEMENT</b>			
SUPPLEMENTAL AGREEMENT NO 5 - SECRETARY OF ARMY/TOWN OF HOPKINTON (CHAIR DUNLAP ONLY)	8/26/2024	APPROVE	

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

Before proceeding, Chair Dunlap noted that because the Select Board did not have the required quorum of three in-person members, the Select Board meeting scheduled for August 12, 2024, had to be cancelled.

- B. The Board reviewed the Select Board Public Meeting Minutes of July 22, 2024. Mr. Traum made a motion, seconded by Mr. Whitley, to approve the Select Board Public Meeting Minutes of July 22, 2024.

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

**IV. PUBLIC APPOINTMENT:**

Byron Carr, RE: Riverway Park – Mr. Carr began by noting that he had assembled a group of people and gathered public input to create a proposed plan for Riverway Park; he added that he is still seeking public input, so this is not a final plan. With a drawing displayed, Mr. Carr explained the details of this proposed plan, with possibilities including:

- If someone donated play equipment, such as a swing set, it could possibly be placed in the area near the pump house.
- Granite benches might be placed so they are facing the river.
- It is important to consider ease of mowing around any structures placed on the grass; pavers under and around structures could be considered.
- Ideas suggested for restrooms included use of a credit card tap for entry and closing at night.
- Picnic tables could be located near the river overlook.
- Art displays, such as sculptures or painted panels, were suggested; existing sprinkler system location should be taken into consideration.
- Shoreland protection requirements would need to be considered for some changes.
- A possible fundraiser could be retaining wall blocks with engraved names.
- Other community suggestions include better lighting at the gazebo; restriction of bicycle and scooter access; improved wheelchair access; and improved appearance of pump house and electrical panel area.

Mr. Carr introduced resident Michelle Cedillo, who Mr. Carr noted may be interested in creating a ‘Friends of’ the park group in the future, to oversee the park and maintenance, facilitate fundraising, and advise the Select Board on matters related to the park.

A brief discussion ensued, regarding Town-owned and privately-owned land and costs. Mr. Carr highlighted that these ideas and potential projects would be entirely financed through fundraising and donations; he noted that there would be no cost to the Town.

Board members underscored the importance of legalities associated with the Concord-Lake Sunapee Rail Trail easements and shoreland protection areas, noted concern that maintenance often ultimately falls to Town employees, and briefly discussed the location of the proposed boat launch.

## V. OLD BUSINESS:

- A. Hazard Mitigation Plan Approval – Mr. Cass noted that the Board received copies; that there was a Public Hearing; and that FEMA has approved the Plan, provided the Board adopt the Resolution, which will allow the Town to receive FEMA grants. Mr. Whitley made a motion, seconded by Mr. Donohoe, that the Select Board adopt the Resolution Adopting the Hopkinton Hazard Mitigation Plan Update 2024, as has been presented to us tonight.

**VOTE:** Dunlap, Traum, Lipoma, Donohoe, and Whitley voted in favor of the motion; no votes against; **MOTION PASSED 5-0.**

## **A Resolution Adopting the Hopkinton Hazard Mitigation Plan Update 2024**

WHEREAS, the Town of Hopkinton has historically experienced severe damage from natural hazards and it continues to be vulnerable to the effects of the hazards profiled in the **Hazard Mitigation Plan Update 2024** including but not limited to flooding, high wind events, severe winter weather, and fire, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Hopkinton has developed and received conditional approval from the Federal Emergency Management Agency for its **Hazard Mitigation Plan Update 2024** under the requirements of 44 CFR 201.6; and

WHEREAS, public and Committee meetings were held between **January 2023** through **April 2024** regarding the development and review of the **Hazard Mitigation Plan Update 2024**; and WHEREAS, the **Plan** specifically addresses hazard mitigation strategies, and Plan maintenance procedures for the Town of Hopkinton; and

WHEREAS, the **Plan** recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the Town of Hopkinton with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this Plan will make the Town of Hopkinton eligible for funding to alleviate the effects of future hazards; now therefore be it

RESOLVED by Town of Hopkinton Select Board:

The **Hazard Mitigation Plan Update 2024** is hereby adopted as an official plan of the Town of Hopkinton; The respective officials identified in the mitigation action plan of the Plan are hereby directed to pursue implementation of the recommended actions assigned to them;

Future revisions and Plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for a period of five (5) years from the date of this resolution; and

An annual report on the progress of the implementation elements of the Plan shall be presented to the Select Board by the Emergency Management Director or designee.

B. Revaluation Update – Mr. Cass noted:

- Hearings with the assessing team started last Thursday and are being held the rest of this week. Just over 200 appointments were scheduled, which is about average.
- Before any changes are made, values townwide are up about 79.8%.
- After the hearings are completed and the assessing team finalizes everything, they will come to the Select Board for acceptance of the figures.
- An extension was granted until October 1 for submitting the MS-1.
- After the values are finalized, there will be a better idea for estimating what the tax rate might be, but the rate is set by the State. There are multiple factors involved, but the amount collected through taxes is based on items voted on at the School District Meeting and Town Meeting, at the two annual precinct meetings (for those living in the precincts), and by the County Commissioners.

C. Curtis Block 79-E Finalization – Mr. Cass noted that he heard back from the Vances, and they are okay with the draft as-is, without adding additional years for the affordable housing option.

A brief discussion regarding details of the process ensued among Board members and Mr. Cass, and it was confirmed that the request is for seven years, based on the assessment of the level of completion as of April 1 of this year.

- D. Perambulation – Dunbarton – Board members and Mr. Cass briefly discussed the Dunbarton’s request for someone from Hopkinton to partner in walking the Town line and verifying the markers.
- E. Contoocook Village EDC Request Follow-up – Select Board representative of the Economic Development Committee Mr. Whitley and EDC Chair Ian Hart gave a brief synopsis of the conversation with and request from the EDC at the July 22 Select Board meeting, and discussion ensued among Board members, Mr. Hart, Mr. Cass, and Anna Wells, EDC Director. The consensus among Board members was that the EDC should come back to the Board with a couple of ideas for paths forward; Mr. Hart noted that the committee will also reach out to committees that have any overlap in this area.

**VI. NEW BUSINESS:**

- A. Financial Update – Regarding Revenues, Mr. Cass noted:

- First half of PILOTs have been billed and payments are being received.
- Vehicle registrations are running ahead.
- Flood money should be in soon.
- Rents are running ahead due to the added revenue from the hydro plant.

Regarding Expenses, Mr. Cass noted:

- IT is still running tight, but should be fine.
- Everything else outside of the expected percentage is due to timing.

Mr. Traum asked about welfare payments and staffing, and Mr. Cass noted:

- There have been some transitional times in the Human Services Department, but there were some welfare payments made in August.
- Vacancies exist in Human Services Coordinator and a Transfer Station position.

Mr. Traum requested that next month’s report include an update on capital expenditures, and asked about the status of DES approval related to Transfer Station lagoon loans and loan forgiveness; Mr. Cass noted finalization should be coming soon.

Regarding the Briar Hill Road work, Mr. Cass noted:

- The intersection and area that were paved came in less expensive than expected, which means they will be able to go a little farther.
- They are working diligently, but there is no estimate yet on when they will be finished.

- B. “Townie Night” Coverage – With this event taking place Thursday evening, Mr. Cass and the Board members reviewed the details of when and where to meet; requirements for proof of residency; and that this year, resident entry will be at the Blue Gate only, from 5:00 to 7:00 p.m., or until the 2,500 wristbands are gone.
- C. September 10, 2024, Primary Election Attendance – The Board members briefly discussed details of availability for the Primary, and Mr. Cass noted that the setup for the Primary will be a little different, and that Town Moderator Sara Persechino and Town Clerk/Tax Collector Christine Johnson will be hosting a poll book training session for ballot clerks and testing the ballot counting device a week from Friday.

## **VII. TOWN ADMINISTRATOR UPDATES:**

Mr. Cass noted:

- Human Services Director position is open; about 60 applications have been submitted.
- Department heads have received information for their 2025 budgets.
- Department of Labor inspection of the gate at the Transfer Station and a few other things went well, and they were also very pleased with the Town Hall ceiling repair work.
- Housing Grant Phases II and III have been received, and an RFP for consultants was sent out. Interviews have been conducted, and a recommendation from the Housing Committee is anticipated this week.

## **VIII. PUBLIC FORUM:**

The following residents spoke:

- Laura Morgan shared her thoughts regarding the assessing software used by the Town of Hopkinton, noting that she does not believe there is equity in assessment between older and newer homes.
- Rick MacMillan shared his thoughts on the recent assessment of his home and his experience with consideration of selling his property.
- Byron Carr shared his thoughts on modern assessment methods.

Mr. Cass noted that assessing is largely completed using the same methods as in the past, and DRA-certified Assessors enter the information into the software. He added that mass appraisals are done on a wide scale, not on an individual basis, so it is important for residents who have concerns to schedule a hearing appointment with the Assessor to discuss their individual property.

## **IX. OTHER:**

Mr. Traum volunteered to attend the New Hampshire Municipal Association Legislative Policy Conference, and Chair Dunlap noted she may be interested in attending. He also asked about the Webster Select Board attending a meeting, and Mr. Cass noted that should be scheduled in a few weeks.

## **X. NONPUBLIC SESSIONS:**

NONPUBLIC SESSION - RSA 91-A: 3 II (a) Personnel

Ms. Dunlap moved to go into a nonpublic session to discuss a personnel issue under the provisions of Nonpublic Session RSA 91-A: 3 II (a). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

The Board, Jack McDevitt, and the Town Administrator went into nonpublic session, as recorded separately, at 7:04 p.m. The Board returned to public session at 7:56 p.m.

Vote to seal nonpublic minutes:

Ms. Dunlap moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect the reputation of someone other than a member of the Board. Mr. Whitley seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

NONPUBLIC SESSION I-RSA 91-A: 3 II (c) Reputation

Ms. Dunlap moved to go into a nonpublic session to discuss an issue which could affect the reputation of someone other than a Board member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 7:56 p.m. The Board returned to public session at 8:01 p.m.

These minutes were not sealed.

NONPUBLIC SESSION IV-RSA 91-A: 3 II (d) Lease of Town Owned Property

Ms. Dunlap moved to go into a nonpublic session to discuss the sale of property under the provisions of Nonpublic Session RSA 91-A: 3 II (d). Mr. Traum seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

The Board and the Town Administrator went into nonpublic session, as recorded separately, at 8:01 p.m. The Board returned to public session at 8:07 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session until a Public Hearing is held because it was determined that divulgence of this information could render the decision ineffective. Mr. Donohoe seconded the motion.

**ROLL CALL VOTE:**

Sabrina Dunlap	Yes
Ken Traum	Yes
Thomas Lipoma	Yes
Jeffrey Donohoe	Yes
Steven Whitley	Yes

**MOTION PASSED 5-0.**

**XI. ADJOURNMENT:**

There being no further business, Mr. Donohoe moved that the meeting be adjourned. Mr. Lipoma seconded the motion. All members voted in favor and the meeting was declared adjourned at 8:07 p.m.

Respectfully submitted,

Cara Johnson  
Administrative/Assessing Assistant